DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 1 of 2

Agency		
Washi	ngton	County

Division/Unit Landfill

Item No	Description		Retention
1	Reports to MD Dept of the Environment: scrap tire report for scrap tire license, collection facility report, scrap tire hauler		Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
2	Alpha General File (subject) -contains but not limited to: accident reports, testing reports, account adjustments, ads, invoices, bad depts and writeoffs, correspondence, old city/county leachate tickets, delinquent reports, haulers applications, hazardous waste, maintenance contracts, monthly fuel reports		Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and
2a	Construction files: construction report for the various landfill cells - lists certification letters, correspondence, cost estimates, invoices, memo report, construction project report, contract bonds, site drawings, technical reports, daily summary report by inspector (Retention for item 2a same as item 2 above)		accomplishments of the department. Transfer periodically to the Maryland Archives.
3	Contract files -contains but not limited to: capital project status reports, invoices, correspondence, contract/agreement, gas, fuel and oil contract, specifications, bid sheet, maintenance contracts, permits, inspection services, construction project reports, workpapers		Retain for life of contract plus five (5) years, then destroy
4	Correspondence: reading file by date		Retain for three (3) years and until all audit requirements have been met, then destroy.
Approved		Schedule A	Authorized by State Archivist
Date	June 21, 1999	Date	TUL 2 0 1999
Signature	Jai L. Bithu	Signature,	Shvand C. Paperfor
Гуре Nam	ne JoniiL. Bittner		·
Γitle	County Clerk		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. 675

Page 2 of 2

	(00111101110111011)	
Item No	. Description	Retention
5	Summary reports by customer for all payment types; computer generated lists: account, cash account, count, weight, gallons, tip fee, spec fee, tax fee, total fee, invoice #	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
6	Residential permit reports: monthly summary, daily summary; lists region, permits sold, permit receipts, yellow vehicle permit applications	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
7	Invoices - paid	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
8	Weigh tickets (blue) lists: weigh in and out, vehicle type, customer signature and driver's signature, time, date, total fee	Retain until no longer required, then destroy
9	Personnel files -contains but not limited to: accident reports, EEO Guidelines, insurance forms, job descriptions and postings, monthly auto allowance reports (employees), overtime, meal allowances, correspondence	Retain for three (3) years after termination of employment, then destroy.
10	Vehicle maintenance files (equipment): service, parts, outside vendor, work order, brochures, parts catalog	Retain for three (3) years after disposal or sale, then destroy.
11	Disposal of various bulk materials -contains but not limited to: sand, oil, black beauty abrasives (sand), material safety data sheets, handwritten notes, correspondence	Retain for five (5) years, then destroy.
12	Well sample analysis reports -contains but not limited to: lab analysis reports for groundwater monitoring, correspondence, water analysis lab reports	Retain for five (5) years and until all audit requirements have been met, then destroy.
13	Deposit tickets - bank deposit tickets, ticket summary, cash drawer recap report	Retain for three (3) years and until all audit requirements have been met, then destroy.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASHINGTON CO		LAKAFILL
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE REPORTS TO	nel Dept. of	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	e the purpose or function of the Series)
	Ty Report. Script Freew Delivery Ts. Lecyeling	slips. Aurund
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SECUENCE	9. VOLUME
Letter Size Microfilm	d Alphabelicai	File Drawer(s) O Microfilm Reel (s)
Computer Tace	© Numerical	Computer Face (st
Bound Book D Floppy Disk	□ Chronolog:cal	Number CUL FT.
C Aucto Tape C Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (\$)
D Cities (Specify)	□ Clher (Specify)	Microfilm Reet (s) Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly	O	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
LANGFIN	O Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes D No	.□ None □ State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and denticle any hardware/software)	18. RECOMMENDED RETENTION	
:3 'as © Mo	Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.	
19. NAME AND TITLE OF PREPARER		

:₽.

USIRUCIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page O/
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
	LAND FILL	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ALSOHA G	eneral file	5. EARLIEST YEAR / LATETEST YEAR
(546 Jec)	-)	1989 to CUTTENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
CONTAINS, BUT NO	Thinited To; H	ccident hepopls-
Testing Reports;	ACCOUNT Adj	us)menls; Has;
INVOICES; BAD D		F3;
Corresponden		ounty leachate
TICKERS; DELING	WEND REPORTS	HAWkers _
CONTRACTIONS !	HAZAR DOUS LE	pote-main.
CONTINUES, WIDNOT	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(S) RECORD SERIES FORMAT(S) Microfilm	Alphabelicai	File Orawer(s) O Microfilm Reel (s)
D Legal Size D Computer Face	G Numerical	Computer Face (s:
Bound Book Floppy Disk	Chronological	Number CIR, F.
☐ Audio Tape ☐ Video Tape	Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	□ File Drawer (\$) □ Microfilm Reel (\$)
	Subvect	Computer Tabe(s) Other (Specify)
	SUBVECT	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Aonth(s) U Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
boand Fill	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and denote any hardware/software)	18. RECOMMENDED RETENTION	7 1 -
:7 'es	USE GENERA	L file Ketention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

Credit Applications & Corporations & Sole Proprietor-RADON-Telephone Bills; Well Rendings; Water Annylis

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY: 1
	7275 WATERLOO ROAD PO. BOX 275 - JESSUP MARYLAND 20794	PageOr
1. DEPARTMENTIAGENCY	2. DIVISION	Johnsof Ill
DEFINITION - Records Series - A group of related reco) rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CONSTRUCT.	TOW Files	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONSTRUCTION RECORDS CELLS — LISTS; C	erTification	prious Lawy)), Letters
	CONSTRUCTION CONSTRUCTION S- SITE DIZWI	Provent Report
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	S. VOLUME
G Ceter Size O Microfilm	Alphabeticas	O File Drawer(s) O Microfilm Reel (s)
O Legal Size O Computer Tace	C Numerical for the position for an accordance to the control of	Computer Tace (s: Cither (Specify)
Bound Book Floppy Disk	Chronological	Number Cler FT
Other (Specify)	Clher (Specify)	10. ANNUAL ACCUMULATION File Drawer (5) Microfilm Ree! (5) Computer Tape(5)
	NAME of Protect	O(ther (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Humber
Daily D Weekly D Monthly	·	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
LANDE FILL	O Yes	O No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	O None O State O F	ederal D Independent
17. IS All INDEX SYSTEM USED? (If yes, explain briefly and denute any hardware/software)	18. RECOMMENDED RETENTION	
:7 'es	e de la companya de La companya de la companya de l	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

₩.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDUCE (1963-330-1)	7275 WATERLOO ROAD PO BOX 275 JESSUP MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
	LOANS FILL	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CONTINCT	-Filez	5. EARLIEST YEAR / LATETEST YEAR
		1909 CULTENT.
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series
CONTAINS, GUT NO	Limited 10;	CAPITAL MOVED
STATUS Report	3- NOVOICES C	or espondence
	rément, GA	
CONTRACT. SP	ecifications-	BIL Sheet
MAINTENANCE CO	DUTTACTS-Per	MITS-/BRECHOR
Services, Colos	TructionProv	ect Reports;
Workpapers		
7. RECORD SERIES FORMATIS)	8. RECORD SERIES SEQUENCE	9. VOLUME G File Drawer(s)
-a Tetter Size O Microfilm	Alphabelicai	☐ Microfilm Reel (s) ☐ Computer Tace (s:
□ Legal Size □ Computer Face	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CW-F1
□ Audo Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Doller (Specify) // X) 14	Other (Specify)	☐ Microfilm Ree! (s) ☐ Computer Tabe(s)
	SUBJECT	Olher (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Aonth(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
LANDFIN	□ Yes □ No	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C: Yes O No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and decimbe any hardware/software)	18. RECOMMENDED RETENTION RETAIL	ofor Life of
○ 'es	DESTroy,	o joino, meio
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENT/AGENCY	2. DIVISION LANGETIL	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
And the state of t	/	5. EARLIEST YEAR / LATETEST YEAR
4. RECORD SERIES TITLE COVIESPON	WEIWE	1991 TO CUTTEDT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of REALING File &	information/documents/forms found in the Series Include	the purpose or function of the Series)
en e		
	<u> </u>	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
e Letter Size O Microfilm	Alphabelicar	Microfilm Reel (s)
□ Legal Size □ Computer Face	S-Numerical	Computer Tace (s: Cither (Specify)
Bound Book Floppy Disk	C Chronological	Number CW-FT
□ Audo Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s)
	DAte	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Darly □ Weekly □ Monthly	O I	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
LANDEFILL	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ F	egeral 🗆 Independent
17. IS All INDEX SYSTEM USED? (If yes, explain briefly and densitive any hardware/software)	18. RECOMMENDED RETENTION RETAIL	in For 3 years,
;7 'es □ No	THEN DESTY	oy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION LANDE FILL	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used 25 2 unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE SUMMARY	Reports	5. EARLIEST YEAR / LATETEST YEAR 1979 TO CHYPENST
6. RECORD SERIES DESCRIPTION (Briefly describe the types of SUMMARY REPOR TYPES - COMPUT CASH ACCT - CD SPEC FEET TH	information/documents/forms found in the Series Included of by Customer ten generated until Weight; x Fee Jotal	the purpose or function of the Series)
	· · · · · · · · · · · · · · · · · · ·	
7. RECORD SERIES FORMAT(S) O Microfilm O Legal Size O Computer Tace	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Tace (s: Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CV FT.
☐ Audio Tape ☐ Video Tape ☐ Other (Specify)	Geographical Other (Specify) Diffe	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tabe(s) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	CI Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	e? (If yes, specify agency or office)
LAWAFILL	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes a No	□ None □ State □ F	ederal O Independent
17. IS AH INDEX SYSTEM USED? (If yes, explain briefly and denote any hardware/software) 17. IS AH INDEX SYSTEM USED? (If yes, explain briefly and denote any hardware/software)	Retain for three (3) Year all Audit Requirements	
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	

(NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS IT VE TORY
	P.O. BOX 275 - JESSUP MARYLAND 20794	PageOf
1. DEPARTMENTIAGENCY	2. DIVISION PULLIC WORKS	3. UNIT
WASHINGTON CO	ARRITAL.	LANGEII/
DEFINITION Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE RESULTED	TAL PERMIT	5. EARLIEST YEAR / LATETEST YEAR
Residential Per	mit Reports	1994 to CUT VEROV
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
Residential te		5 = Monthly
SUMMARY; D		
LISTS-Region.	Permits Sold	- Permit
ReceipTS-		
Yestow Vehicle Per	MIT Application	23 Note
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Cetter Size O Microfilm	O Alphabelicai	D Microfilm Reel (s)
O Legal Size O Computer Face	Numerical	Computer Tace (s: Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CK, FT
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION D File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tabe(s)
	DATE-MONTH	Other (Specify)
	·	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
Daily	Number C	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
LANS FILL	□ Yes	D No
15. ACCESS RESTRICTIONS (II yes. cite law(s) 2 regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain priefly and common any hardware/software)	18. RECOMMENDED RETENTION	
∵ ′es □ No		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
1		

fermins NOT sold ?

STRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW VISED RECORD SERIES FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	PO BOX 275 - JESSUP MARYLAND 20794	PageOr
1. DEPARTMENT/AGENCY	2. DIVISION LANCEFILL	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE INVOICES (COPICS)		5. EARLIEST YEAR / LATETEST YEAR 1993 TO CUTTENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of PAID INVOICES	information/documents/forms found in the Series Include	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S) Description: Des	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Tace (s: Cither (Specify) Number Number File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)
		Number
11. FILE IS USED Daily Deekly Deekly Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) C: Yes	16. AUDIT REQUIREMENTS O None O State D Federal D Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain orielly and dentable any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain orielly and dentable any hardware/software)	18. RECOMMENDED RETENTION RETTAIN UNTIL WO LONGER Required, Then DESTROY	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	AGENCY RECORDS, INVENTORY
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WEIGHTION (Blue)	CKets	5. EARLIEST YEAR / LATETEST YEAR HIGH TO CHYPENDY
Customer sign	information/documents/forms found in the Series Includes OF DET VERY OFFICE OFFICE	the purpose or function of the Series? Set 14 per 5 ENS 5/4Whathare
7. RECORD SERIES FORMAT(S) □ Letter Size □ Microfilm □ Legal Size □ Computer Table	8. RECORD SERIES SEQUENCE	9. VOLUME Discretify File Drawer(s) Microfilm Reel (s) Computer Tace (s: Other (Specify)
Bound Book	Chronological Geographical Other (Specify) TICKET No.	Number 10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tape(s) Other (Specify)
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) □ Yes □ No	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s) 15. Yes No	16. AUDIT REQUIREMENTS □ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and dentable any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and dentable any hardware/software)	18. RECOMMENDED RETENTION RETAIN 3 YEARS, THEN DESTROY	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	AGENCY RECORDS INVENTIORY
	P.O. BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION LANSFILL	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PETSONNE	el Files	5. EARLIEST YEAR / LATETEST YEAR 933 TO CHITCHY
Job Description Hlowance Rep	TNOT LIMITED TO JUIST POSTING,	D: Accedent
7. RECORD SERIES FORMAT(S) Defer Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
LANSFILL	□ Yes □ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and dimetribe any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and dimetribe any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and dimetribe any hardware/software)	18. RECOMMENDED RETENTION RETAIN FOR 3 YEARS AFTER TERMINATION, Then Dechange	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7225 WATERLOO ROAD	AGENCY RECORDS INVENTORY:
	PO. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASHINGTON Coo		LANSFIN
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Vehicle MA	INTENDICE	5. EARLIEST YEAR / LATETEST YEAR
Fres (E	guipment)	1996 10 CHITERT
6. RECORD SERIES DESCRIPTION (Briefly describe the types	information/documents/forms found in the Series Include	the purpose or function of the Series)
MAINTENCE ON Equipment: Service. PARTS: Outside Vender- Work order-		
Brochures; PARTS CATALOG;		
The second of th	The St. All the second could be set out to a second could be set of the sec	
7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
D Letter Size O Microfilm	O Alphabelicai	G Microfilm Reel (s)
O Legal Size O Computer Tace	a Numerical	Computer Tace (s: Clher (Specify)
Bound Book	Chronological	Number CH-FI-
□ Audo Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION © File Drawer (2)
D Other (Specify)	Other (Specify)	Microfilm Ree! (s) Computer Tabe(s)
the state of the	Equipment	Other (Specify)
a gen	No.	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	CD !	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
LANSET!	U Yes	п No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
tt Yes tal No	O None O State O Federal O Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain orielly and	18. RECOMMENDED RETENTION BETTEND FOR 3 YEARS	
control any hardware/software) Control Mo	18. RECOMMENDED RETENTION	
	401109	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

٠.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCHEDULE (OGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY WASHINGTON	2. DIVISION	1. UNIT LANGFILL
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE DISPOSAL	OF VARIOUS	5. EARLIEST YEAR / LATETEST YEAR PHOCHITERY
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONS) STS OF, GUST I BINCK BEAUTY IN MATERIAL SHE WITTEN NOTE	Wot Isnited 10; Grasives (smod	SHEWE; Or STANDERS
7. DEGOOD CERTIFO CORNAYIO	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(S) Other Size Microfilm	Alphabelical	G File Orawer(s) O Microfilm Reel (s)
U Legal Size Computer Table	G Numerical	Computer Face (s: Citer (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CKoFJ
Aucho Tape Video Tape Other (Specify)	□ Geographical □ Clher (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tabe(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Darly		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) LANGE FILE	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and distribute any hardware/software) 12. 'as 13. No.	18. RECOMMENDED RETENTION RETAIN FOR 5 YEARS, THEN DESTROY.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

WSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASSINGTON CO.		LANSTIH
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WELL SAMP,	e ANALYSIS	5. EARLIEST YEAR / LATETEST YEAR
Reports.		to CUTTERT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
Consists of but Not Limited To: LAB HAMILISIS Reports For groundwate mourtoring. Correspondence; Water Hundysis LAB		
Keger 15		
Reports pre done Tu	wice genry of L	multil.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Cetter Size Microfilm	Alphacetical	File Orawer(s) Microfilm Reel (s) Computer Face (s)
□ Legal Size □ Computer Table	© Numerical	Computer Tace (s: Other (Specify)
□ Pound Book □ Floppy Disk	© Chronolog:cal	Number Cle FJ
□ Audo Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION ☐ File Orawer (\$)
□ Citer (Specify)	□ Cther (Spec:(v)	□ Microfilm Ree! (s) □ Computer Tabe(s) □ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION (S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) □ Yes □ No	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes □ No		egeral Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denuice any hardware/software)	18. RECOMMENDED RETENTION RETAIN UNTIL ALL AUGUST)	V for 5 years Axid Regultements Have
:3 'es	been fulfilled Ti	TEN DESTROY
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:a,

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY	2. DIVISION	LANDET!
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE DEPOSIT	TICKETS	5. EARLIEST YEAR / LATETEST YEAR 1995 to Curvent
6. RECORD SERIES DESCRIPTION (Briefly describe the types of DANY DEPOSIT TICKET SUMM). REPORT.	information/documents/forms found in the Series Included CKETS - BANK, AND STATES AND ST	The purpose or function of the Series? DEPOSIT TICKET, ZWER RECAP
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME ### File Drawer(s) Microfilm Reel (s) Computer Tace (s) Other (Specify) Number
		Number
11. FILE IS USED Daily D Weekly D Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room)	12. FILE BECOMES INACTIVE AFTER Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE	Month(s)
Lonal Fill	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ Slate □ F	ederal 🗆 Independent
17. IS All INDEX SYSTEM USED? (If yes, explain orielly and contribe any hardware/software)	18. RECOMMENDED RETENTION	
19. NAME AND TITLE OF PREPARER	Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.	
W. WOLL AND THE OF FREFARER	20. Tufffica, their destroy.	